

7 January 1977

MEMORANDUM FOR: All Records Management Officers

FROM : [REDACTED]
Chief, Information Systems Analysis Staff

SUBJECT : Destruction of CIA Records

REFERENCE : [REDACTED] dated 7 September 1976

1. As you are aware, our "moratorium" ended on 10 December 1976. However, before any CIA records can be destroyed the following approval and clearance authorizations must be obtained:

a. The Archivist of the United States must approve our "Request for Records Disposition Authority".

b. The Senate Select Committee on Intelligence ~~and the House Select Committee on Assassinations~~ must review and clear our Records Control Schedules and also inspect the records prior to their destruction.

c. Finally, the Agency Records Management Officer must obtain the concurrence of the General Counsel, Legislative Counsel, Inspector General and Information and Privacy Coordinator prior to the actual destruction taking place.

2. Pending the above approvals, reviews and clearances you should take whatever steps are necessary to see that no records under your control are destroyed.

3. [REDACTED] replacing [REDACTED] and including the above requirements, is in the process of being published.

[REDACTED]

Attachment: DD/A Memo 76-6386 dtd. 28 Dec. 76

DD/A Registry
76-6386

28 DEC 1976

MEMORANDUM FOR: Chief, Information Systems Analysis Staff

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Special Procedures Regarding the Destruction
of Records

STATINTL

1. The General Counsel has expressed concern that until [] which is now in the process of being coordinated, becomes effective, records may be destroyed before they have been reviewed by his office to determine "whether or not they are the subject of litigation or possible litigation or are of interest in matters under investigation by the Justice Department".

2. To preclude any such destruction from taking place, you should take whatever steps are necessary to see that no records under DDA control are destroyed prior to their being reviewed by the Office of General Counsel. In addition, you should also see that the records officers for the other Directorates are provided the above information.

STATINTL

[]
John F. Blake

MEMORANDUM FOR : Deputy Director for Administration
FROM : Anthony A. Lapham
General Counsel
SUBJECT : Destruction of Records Under []

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As you know, [] which has also been published in the Federal Register, provides for lifting the so-called moratorium on the destruction of records. It also provides that any records "that are identified by the General Counsel as the subject of litigation, or possible litigation, or as of interest in matters under investigation by the Justice Department, will not be destroyed without the prior approval of the General Counsel." An additional draft Notice, numbered [] is in process to implement various records destruction steps, including the above quoted from []. Pending issuance of that Notice and in order to discharge my responsibilities under that language, it is requested that you instruct the CIA Records Management Officer to take the necessary steps to make certain that any records proposed for destruction are made known to me so that I may "identify" whether or not they are the subject of litigation or possible litigation or are of interest in matters under investigation by the Justice Department. This will also enable me to determine whether or not any such records may be destroyed.

STATINTL

Anthony A. Lapham

STATINTL

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